



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 320 – Solicitation of Support or Assistance

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| Forms Referenced in Procedure: | SAPD Form #166-AR SAPD Form #166-COC | Related Procedures: | None |

.01 INTRODUCTION

This procedure establishes a solicitation process which members shall follow when soliciting support or assistance for the benefit of the Department, or support or assistance for the benefit of any public or private agency, business, or group.

.02 DISCUSSION

- A. The Department understands that full funding to accomplish all goals and objectives of each unit in the Department is seldom obtained through the budgetary process. Since the Department is committed to the community oriented policing concept, it realizes that the solicitation of support or assistance from the public and private sectors not only brings the Department and the community closer together but also benefits the Department by enabling various units to reach their goals and objectives.
- B. The Department also realizes that various members and units receive requests from public and private agencies, business, and groups asking for their help in obtaining support and assistance from the public and private sectors. This practice of lending help to these groups also benefits the Department by showing the community that departmental members are part of and care about the communities in which they work and live.

.03 POLICY

- A. Members shall not solicit support or assistance of any kind for the benefit of the Department or the benefit of any public or private agency, business, or group except through the solicitation process established in this procedure.
- B. Members shall not handle cash or any other monetary instrument, or become involved in any monetary transaction in the solicitation process.

.04 SOLICITATION OF SUPPORT OR ASSISTANCE FOR THE DEPARTMENT

- A. A member who intends to solicit support or assistance from an agency, business, or individual for the benefit of the Department and reports to a committee or board of directors authorized by the Chief of Police to administer the solicitation process (i.e., PAL, Police Foundation, etc.) shall first submit the solicitation request in writing to the committee or board of directors for approval. The written solicitation request shall contain, as a minimum, the following:
 - 1. No mention or request for monetary funds;
 - 2. The kind of support or assistance requested, other than monetary funds;
 - 3. The unit's departmental need for the support or assistance; and
 - 4. The name and telephone number of a contact person in the unit requesting support or assistance.
- B. Any member of a unit that does not have a committee or board of directors authorized to administer the solicitation process shall submit the solicitation request in writing through the chain of command to a division commander for approval prior to sending the request to any agency, business, or individual.



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.05 SOLICITATION OF SUPPORT OR ASSISTANCE FOR AN AGENCY, BUSINESS, OR GROUP

- A. Any member of a unit that intends to lend support by soliciting support or assistance of any kind from an agency, business, or individual for the benefit of a public or private agency, business, or group and has a committee or board of directors to administer the solicitation process shall first submit the solicitation request in writing to the committee or board of directors for approval prior to sending the request to any agency, business, or individual. The written solicitation request shall contain, as a minimum, the following:
 - 1. No mention or request for monetary funds;
 - 2. The agency's, business', or group's needs for support or assistance, other than monetary funds;
 - 3. Wording to indicate the Department supports and is working with the public or private agency, business, or group and that support or assistance would be appreciated;
 - 4. The name, address, and telephone number of a contact person for the public or private agency, business, or group in order to obtain information on where to send support or assistance.
- B. Any member or unit that does not have a committee or board of directors authorized to administer the solicitation process shall submit the written solicitation request for support or assistance through the chain of command to a division commander for approval prior to sending the request to any agency, business, or individual.